

MINUTES OF THE JUNEAU PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday March 14, 2018

President Eileen Gratton called the meeting to order at 4:30 PM. Present were Eileen Gratton, Kathleen Pauly, David Yuenger, Supt. Annette Thompson, Alderperson Kay Marose, and Library Director Jannette Thrane. Excused: Wendy Jo Smedema Absent: Rosemary Smanz

Agenda – A motion to amend the agenda to include #6g: J & H Controls 3 yr. contract was made by Eileen Gratton and seconded by Kathy Pauly. Motion passed. A motion to approve the amended agenda was made by Kathy Pauly and seconded by Eileen Gratton. Motion passed.

Minutes – A motion to approve the minutes of the February 14, 2018 meeting was made by Annette Thompson and seconded by Eileen Gratton. Motion passed.

Financial – A motion to approve payment of the February 14-March 13, 2018, bills totaling \$1,510.64 was made by Annette Thompson and seconded by Dave Yuenger. Motion passed. A motion to approve the Treasurer's Report was made by Dave Yuenger and seconded by Eileen Gratton. Motion passed.

Building/Grounds – After discussion of the LED lighting upgrade proposals, a motion to award the LED lighting upgrade project to Wegener Electric was made by Dave Yuenger and seconded by Eileen Gratton. Motion passed. A motion to hire an inspector to insure that the quality of work is up to code and that final payment will be made after this inspection was made by Eileen Gratton and seconded by Dave Yuenger. Motion passed. Sharkey's custodial service started March 1 and an improvement in the library appearance can already be seen. Andy Justmann will continue to provide lawn care at a cost of \$30 per grass cutting. After discussion, a motion to have Tom Quest install the two security lights Chad asked him to purchase at a cost of \$554.11 (lights - \$424.11; labor - \$130) was made by Eileen Gratton and seconded by Kay Marose. Motion passed. A motion to remove the installation of the security light over the east door emergency exit of the activity room from the Wegener Electric contract was made by Annette Thompson and seconded by Kathy Pauly. Motion passed. Chad and his crew repaired the counter in the women's public restroom which was pulled away from the wall. Jannette also updated the board on several incidents of vandalism that have occurred in the library in the past few months. A motion to sign the 3 yr. J & H Preventative Maintenance Service Agreement at a cost of \$608.00 per quarter (annual payment - \$2,432.00; 3 yr. payment - \$7,296.00) was made by Annette Thompson and seconded by Kay Marose. Motion passed.

Personnel – A staff lunch appreciation party was held March 5 for temporary employee Monica Wasemiller. Jannette has hired Beverly Doak to fill the part-time library clerk position. Beverly began work on March 12. Jannette has assigned the three library pages areas of "specialty" when their standard page duties are completed each shift. Jannette is finding her online class, "Organization and Management of Collections", very helpful. She is also seeking a mentor(s) (Kay Kromm from Reeseville and Alex Harvancik from Horicon) that may be willing to allow her to spend time "shadowing" them to learn more about collection development, budgeting decisions, and the finer details of employee management.

Budget – The financial statement (City of Juneau) for the first quarter of 2018 was shared. About 16% of the library budget has been spent during this 25% of the fiscal year.

Equipment/Technology – The patron counter is working out well with the added benefit of alerting staff when someone enters the building. One public computer has been moved from its location near the audio books to the public access computers hub to replace the one that died. The other public computer with Internet capability will be moved to the YA area. A motion to purchase a second monitor for the director's office was made by Annette Thompson and seconded by Kay Marose. Motion passed. Jannette will check with Patrick Busch, MLS IT specialist, to see if a system bulk purchase can beat the price given on Amazon. Jannette will dispose of items in the library's "technology graveyard".

Services and Programs – February stats were shared. Two "Thursday Afternoon Movies" each month have been added to the calendar. Another session of adult yoga began with an increased attendance. The Friends of the Library will be having a fundraiser at Culver's in Beaver Dam on Monday, March 26. The Annual

Meeting for Trustees and Board will be held Thursday, April 19. A “Friends of the Library” gathering organized by MLS will be held Monday, April 23, from 10:00-2:00 at the Jack Russell Memorial Library in Harford.

Public Relations – On March 1, Jannette attended the Read Across America Family Night at Dodgeland. On Tuesday, March 20, she will attend a Blue Zones event that celebrates the supporting organizations for the Blue Zones Project. Jannette wants to learn more about how the Juneau Public Library could become one. Jannette will meet with Catherine Knickelbein about the possibility of the library hosting a six week book club in late spring based on the book *My Two Elaines* by Martin J. Schreiber to encourage people to talk about dementia. The library received a \$750 donation from the Chamber of Commerce for our support and hosting of the Parade of Trees. The donation will go toward technology (an iPad and wireless scanner) and non-fiction materials.

Policies – After discussion of the Privacy of Library Records and Library Use Policy, a motion to adopt the DPI suggested policy as the Juneau Library’s policy was made by Annette Thompson and seconded by Kay Marose. Motion passed. Safety concerns of unsupervised children walking home from the library with an adult that is not their parent were discussed. Jannette will collect information on the cost and installation of security cameras at the library.

Monarch Library System – Bookmarks covering the Gale Courses that are offered are here. There will also be a traveling marketing kit with indoor and outdoor signage to further advertise the Gale Courses in the MLS libraries. A letter of concern from the president of the Horicon Library Board about the current system for sharing material within the MLS was shared. Jannette updated the board on the MLS holds ratio and the MLS hold routing sequence. The new routing sequence will begin sometime the week of March 11-17.

The next meeting of the Juneau Library Board of Trustees will be held **Wednesday, April 11, 2018, at 4:30 PM.**

A motion to adjourn at 6:50 PM was made by Dave Yuenger and seconded by Annette Thompson. Motion passed.

Respectfully submitted,

Kathleen A. Pauly, Secretary/Treasurer